

Accessing the Reporting Instructions and Compensation Report Templates on the CD

I. BACKGROUND

For the 2010 reporting year, the system letter and Local Government Compensation (LGC) reporting materials have been included on the CD containing the Financial Transaction Report Program. As a result, the manner in which you access and download the system letter and LGC reporting materials has changed from last year.

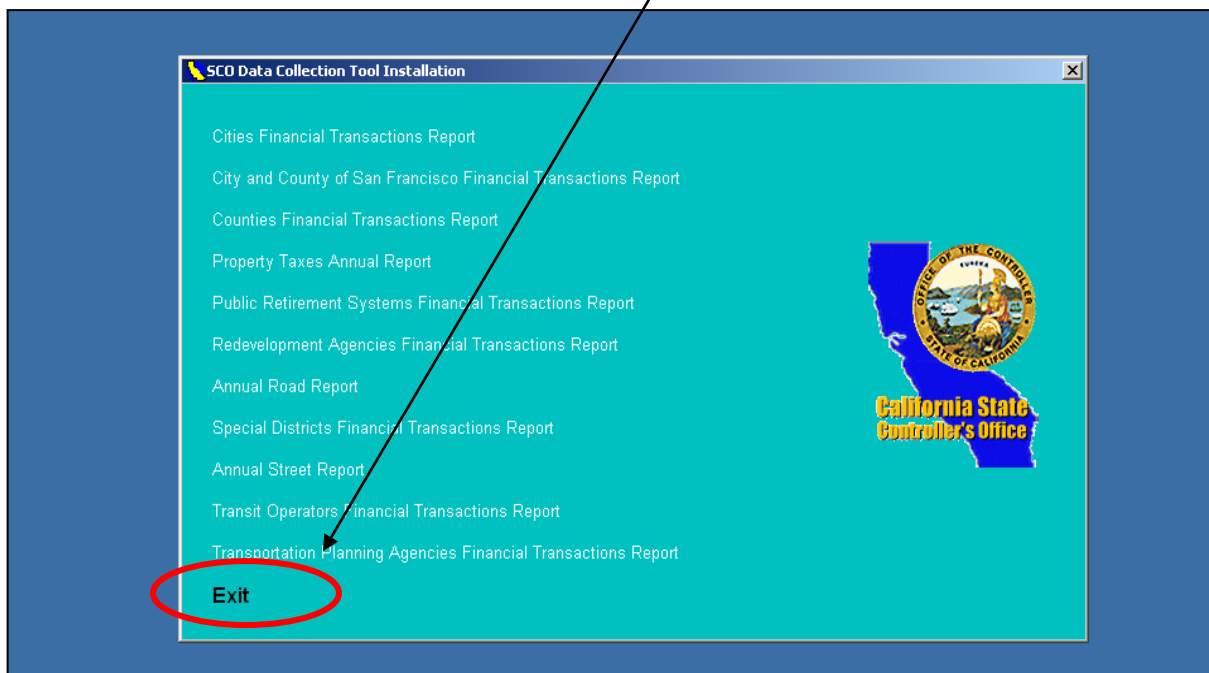
The system letter includes the Compensation Report and Financial Transactions Report due dates and contact information. Additional materials provided include the reporting instructions, filing instructions, and compensation report templates.

To obtain these materials from the CD, you must access the CD through your Windows Explorer (Not Internet Explorer).

For those unfamiliar with Window Explorer, this is also known as “My Computer” or “Computer.” Once you access the CD through Windows Explorer, you are just a few steps away from locating the LGC reporting materials.

II. ACCESSING THE LGC REPORTING MATERIALS FROM THE CD

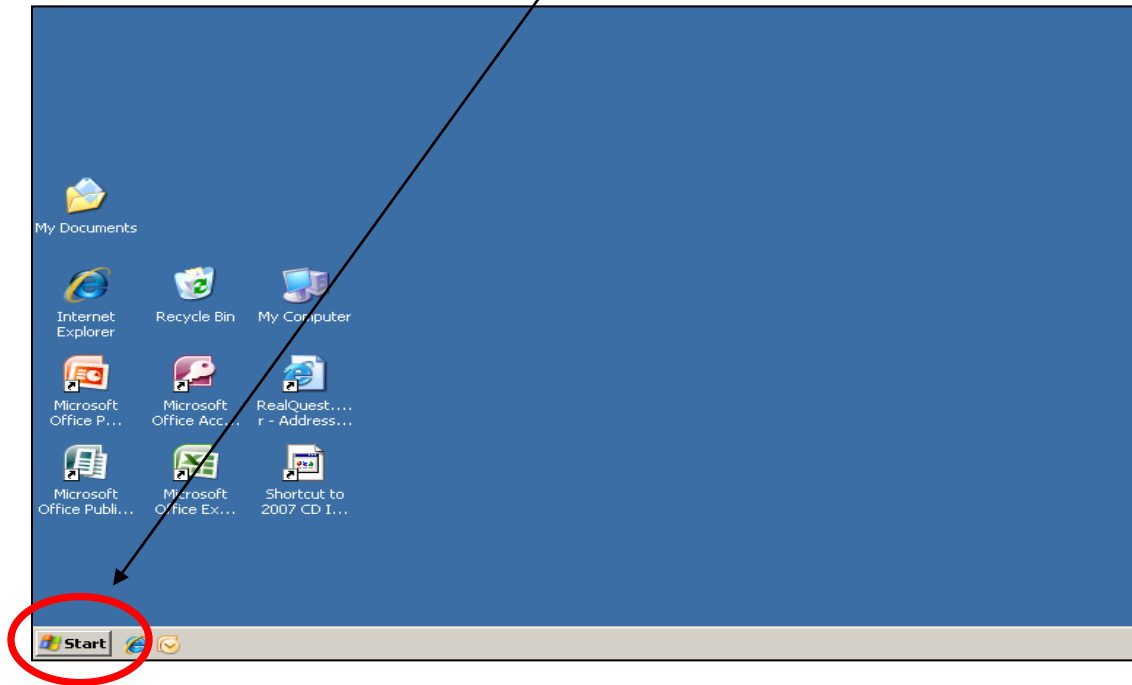
Step 1: Insert the CD from the Alert Package. The SCO Data Collection Tool Installation pop-up box should appear on your computer screen. Click the Exit button.



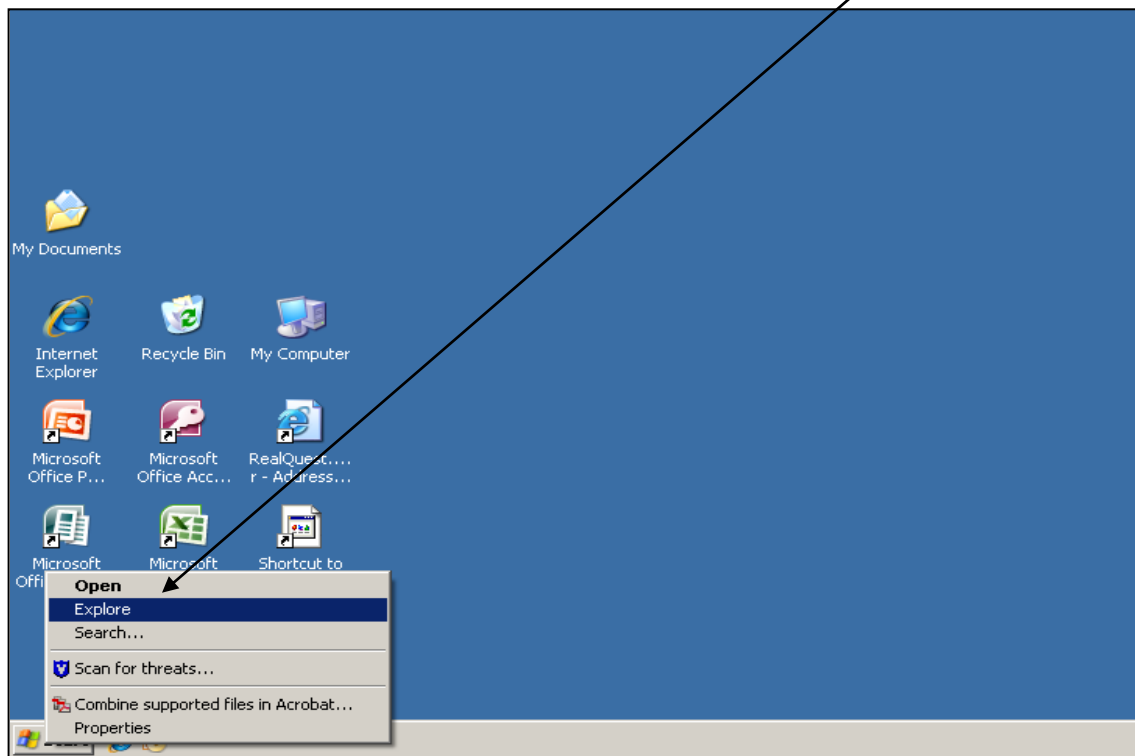
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computer screen, locate the "Start" button.



Step 3: RIGHT CLICK the Start button (a pop-up menu will appear). Move your cursor to highlight the "Explore" option and click it.

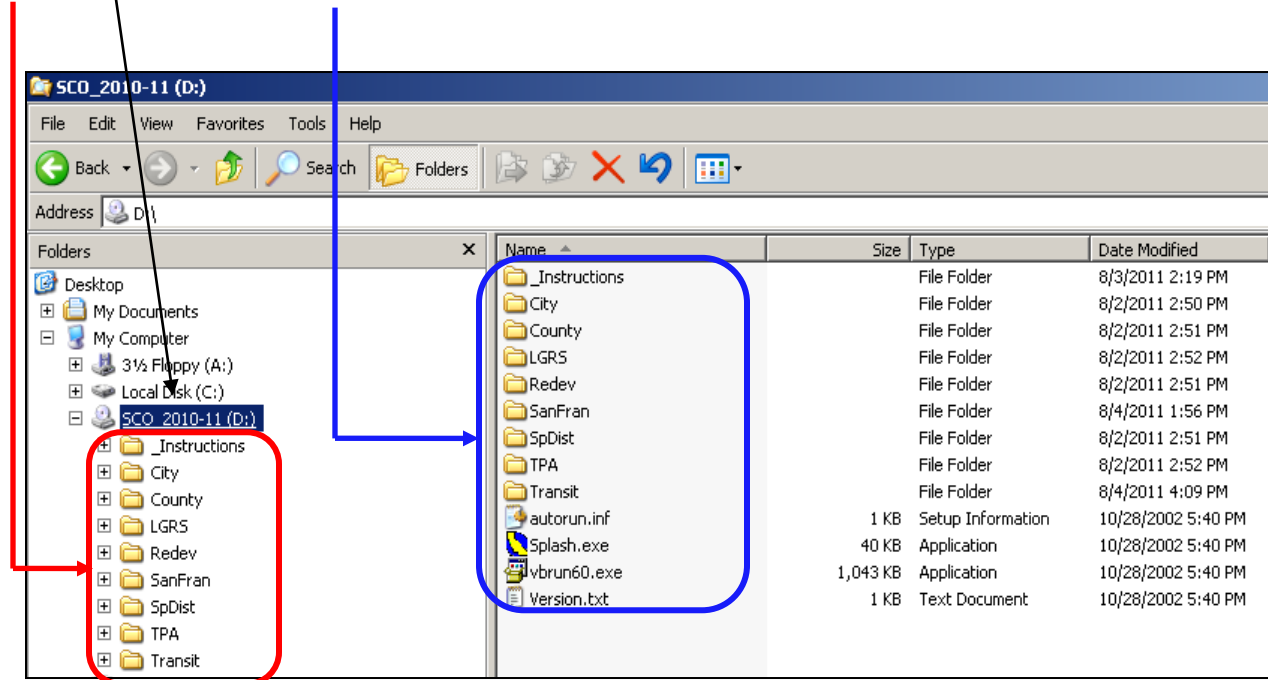


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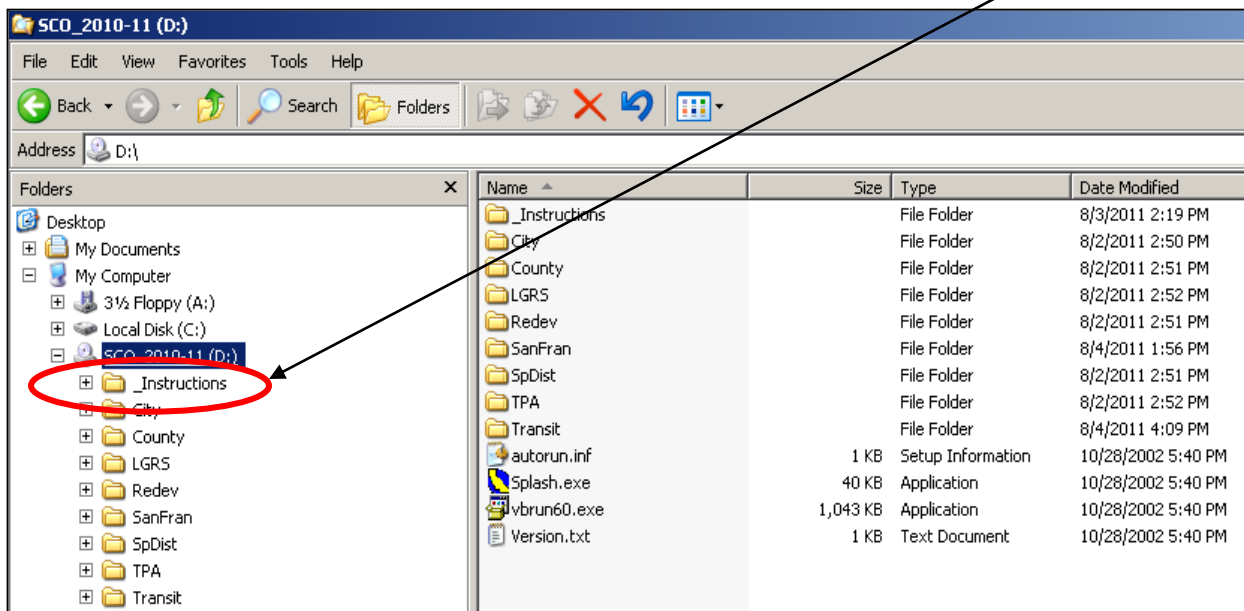
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Step 4: Once you click “Explore”, your computer’s file tree window will appear. From here, locate the drive for the CD. In most cases, it will be the D: Drive.

Click on the D: Drive. The contents of the CD will appear in the file tree window, both in the “Folders” section and the “Name” section.

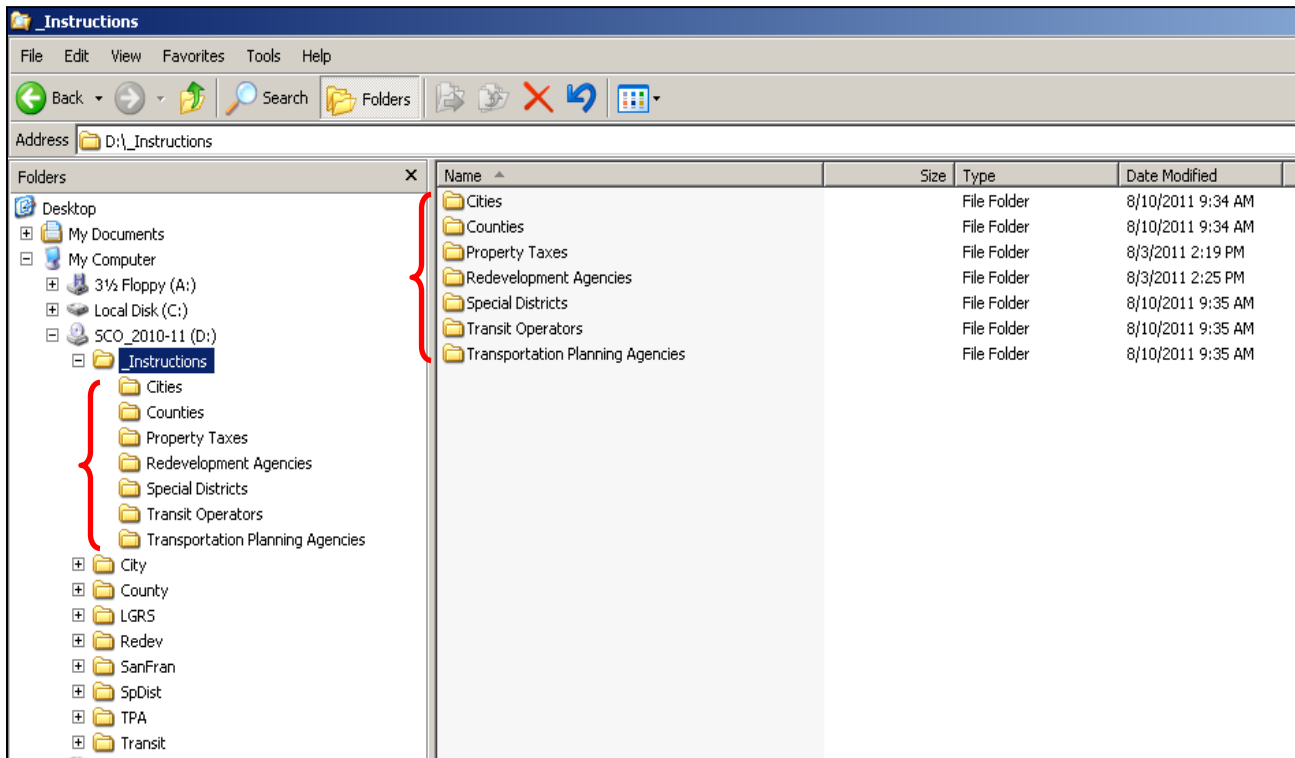


Step 5: In the “Folders” section of the window, move your cursor over the “Instructions” folder and click it.

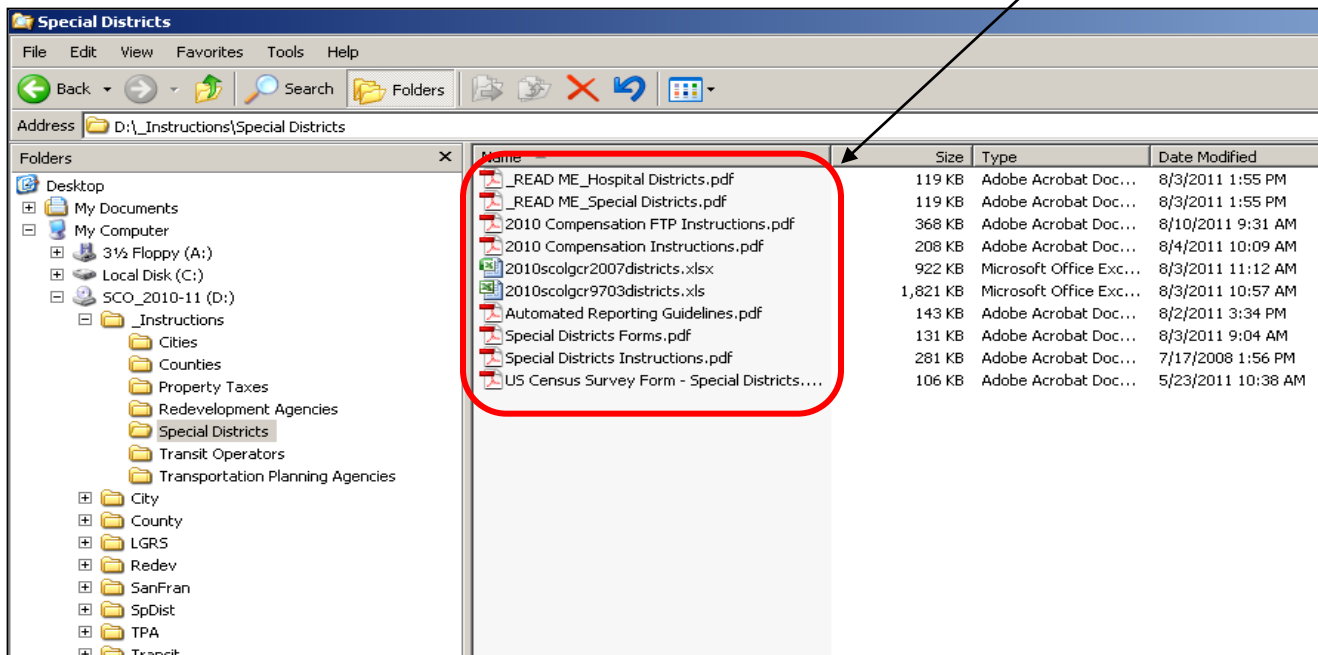


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Step 6: Once you click the “Instructions” folder, the subfolders of this folder will appear, again both in the “Folders” section and the “Name” section. From the “Folders” section, choose the folder name that matches your entity. For example, if you are a Transit Operator entity, you would choose the “Transit Operator” folder; if you are a Special District, you would choose the “Special District” folder, etc.



Step 7: Once you click the appropriate folder, the contents will be revealed in the “Name” section. The contents are the LGC reporting instructions and template.



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Step 8: The instructions and relevant materials are all PDF files and the report template is an Excel File.

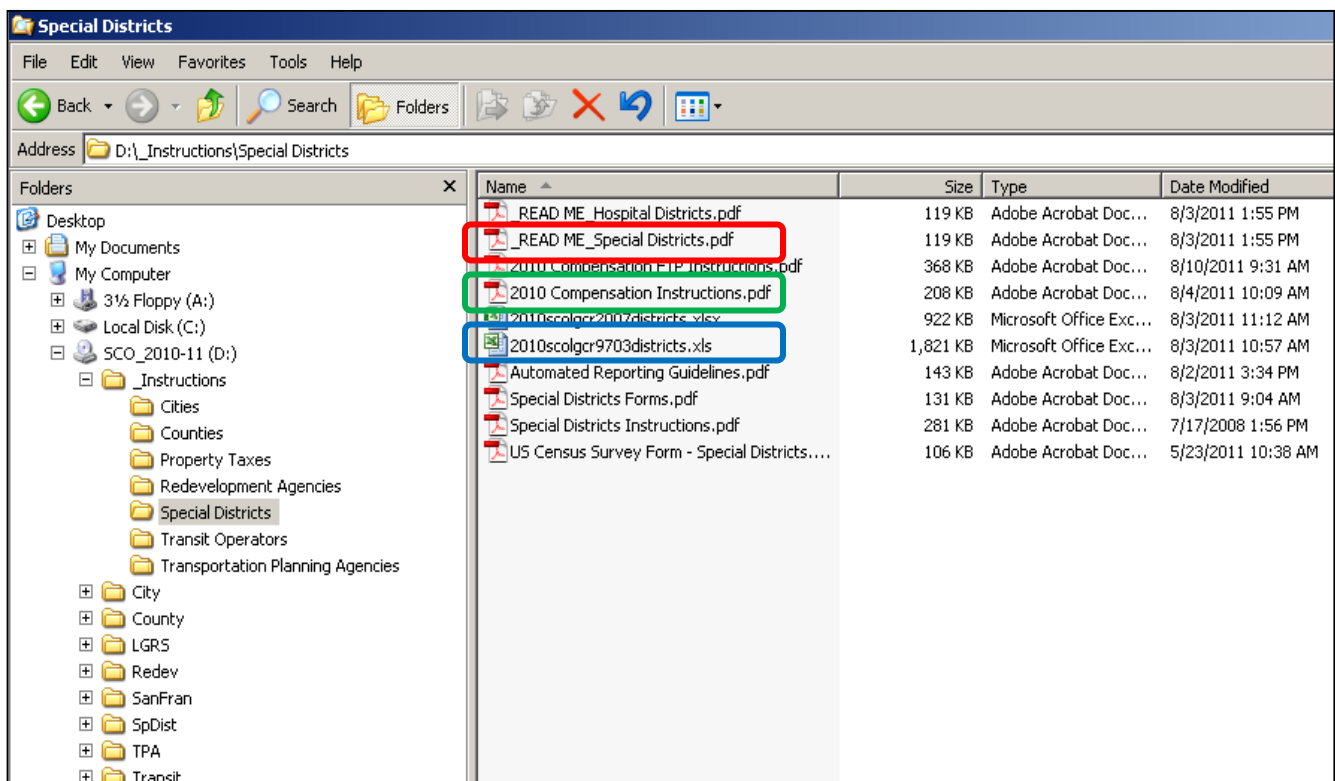
NOTE: There are two report templates provided. Choose one.

- The file named “2010scolgcr2007.xlsx” is for systems using the MS Office 2007 or more recent.
- The file named “2010scolgcr97-03.xls” is for systems using MS Office versions older than MS Office 2007.

To access any of the reporting materials, just double-click on the file.

IMPORTANT: It is recommended you open the “READ ME” file first and print it. The “READ ME” file contains the system letter with pertinent information. After printing the READ ME file, access the “2010 Compensation Instructions,” print it as well, and then open report template.

Once the report template is open, refer “Section A” of the Reporting Instructions for details on saving the report template to your C: Drive.



Step 8: You are ready to start your Compensation Report. The 2010 Compensation Instructions contain all the information you need to correctly address each element of the report template. Please read through them.